

# REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

**TO:**  
**Comptroller**

**FROM:**  
**Deputy Chief, Finance Division**

**ALLOTMENT SYMBOL**  
**2263-1040-1000**

**PAY PERIOD**

**ESTIMATED NUMBER**

**BEGINNING**

**ENDING**

**HOURS**

**EMPLOYEES**

**24 December 1961**

**6 January 1962**

**8**

**1**

**JUSTIFICATION**

INDICATE CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

**An individual from the Comptroller's Office is working  
on an overtime basis with an "Eyes Only" Project.**

**DATE**  
**25X1A9a**

**TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)**

**Requested by**

**CONCURRENCE (if applicable)**

**AUTHORIZATION**

**TYPED NAME AND SIGNATURE OF DIVISION CHIEF**

**TYPED NAME**

**AL**

**DC/Finance Division**

**E. R. Saunders, Comptroller**

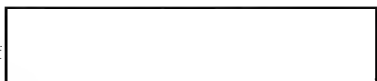
**DATE CONCURRED**

**DATE AUTHORIZED**

**8 January 1962**

**12 JAN 1962**

STATINTL



GS-08

24 December to 6 January 1962

2235-1400-1000

|                  |              |   |
|------------------|--------------|---|
| 30 December 1961 | 1030 to 1430 | 4 |
| 6 January 1962   | 1030 to 1430 | 4 |

STATINTL

8 hours



*8 Jan. 1962*

8 January 1962

MEMORANDUM FOR: O/C/Finance

FROM : Chief, WH [REDACTED]

25X1A

SUBJECT : Overhead

Overhead claims by your employee, [REDACTED], for travel on the attached Summary Sheet, [REDACTED], [REDACTED] and performance. If you wish, you may [REDACTED] this [REDACTED] and periodically submit a statement [REDACTED] for reimbursement from our Client 2235-1400-1000.

[REDACTED]

25X1A9a

Chief, WH [REDACTED]

25X1A

WH